

ROUTINE REPLY, ENDORSEMENT, TRANSMITTAL OR INFORMATION SHEET

A WINDOW ENVELOPE MAY BE USED
Formerly NAVEXOS 3789

CLASSIFICATION (UNCLASSIFIED when detached from enclosures, unless otherwise indicated)

FROM (Show telephone number in addition to address)

DATE

SUBJECT

SERIAL OR FILE NO.

TO:

REFERENCE

ENCLOSURE

VIA:

ENDORSEMENT ON

☐ FORWARDED ☐ RETURNED ☐ FOLLOW-UP, OR TRACER ☐ REQUEST ☐ SUBMIT ☐ CERTIFY ☐ MAIL ☐ FILE

GENERAL ADMINISTRATION		CONTRACT ADMINISTRATION		PERSONNEL	
FOR APPROPRIATE ACTION		NAME & LOCATION OF SUPPLIER OF SUBJECT ITEMS		REPORTED TO THIS COMMAND:	
UNDER YOUR COGNIZANCE		SUBCONTRACT NO. OF SUBJECT ITEM			
INFORMATION		APPROPRIATION SYMBOL, SUBHEAD, AND CHARGEABLE ACTIVITY		DETACHED FROM THIS COMMAND:	
APPROVAL RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO		SHIPPING AT GOVERNMENT EXPENSE <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		A CERTIFICATE, VICE BILL OF LADING		OTHER	
COMMENT AND/OR CONCURRENCE		COPIES OF CHANGE ORDERS, AMENDMENT OR MODIFICATION			
CONCUR		CHANGE NOTICE TO SUPPLIER			
LOANED, RETURN BY:		STATUS OF MATERIAL ON PURCHASE DOCUMENT			
SIGN RECEIPT & RETURN					
REPLY TO THE ABOVE BY:					
REFERENCE NOT RECEIVED		REMARKS (Continue on reverse)			
SUBJECT DOCUMENT FORWARDED TO:					
SUBJECT DOCUMENT RETURNED FOR:					
SUBJECT DOCUMENT HAS BEEN REQUESTED, AND WILL BE FORWARDED WHEN RECEIVED					
COPY OF THIS CORRESPONDENCE WITH YOUR REPLY					
ENCLOSURE NOT RECEIVED					
ENCLOSURE FORWARDED AS REQUESTED					
ENCLOSURE RETURNED FOR CORRECTION AS INDICATED					
CORRECTED ENCLOSURE AS REQUESTED					
REMOVE FROM DISTRIBUTION LIST					
REDUCE DISTRIBUTION AMOUNT TO:		SIGNATURE & TITLE			

COPY TO:

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